

**EDUCATION FOR HOMELESS CHILDREN AND YOUTH: VERMONT STATE MONITORING
AND HOMELESS EDUCATION LIAISON SELF ASSESSMENT TOOL**

PURPOSE

The purpose of this tool is to meet federal monitoring requirements for services to homeless children and youth. This tool has also been developed as a **self assessment guide** that includes the primary responsibilities of a Homeless Education Liaison. It is the responsibility of the Vermont Department of Education to ensure that supervisory unions and school districts meet the federal requirements for identifying and enrolling homeless students.

As the designated Homeless Education Liaison for your supervisory union, you can use this tool to guide and document your work as well as a planning tool for “next steps” in increasing the identification and enrollment of homeless students. Training and technical guidance is available to support your work with homeless students and to provide training and support to your school and community partners.

Please fill out and submit this form by January 31, 2007. You can save this form on your computer, fill it out, and send it as an attachment electronically to Lisa Champney at lisa.champney@state.vt.us. You could also print out and send the form to Ms. Champney at the Vermont Department of Education, 120 State St., Montpelier, Vermont, 05620. If you have questions, please contact Wendy Ross at 802.828.5148 or wendy.ross@state.vt.us.

Date: _____ Supervisory Union: _____

Homeless Education Liaison: _____

Number of Years Serving as Homeless Liaison: _____

For School Year 2005-2006:

Number of students identified and enrolled as reported to Vermont Department of

Education: _____

(If you are a new Liaison, you can contact Wendy Ross for this information)

Trainings held for supervisory union staff/community partners:

I UNDERSTAND THE REQUIRMENTS FOR SERVICES TO HOMELESS CHILDREN AND YOUTH UNDER THE MCKINNEY VENTO ACT/NCLB:

___ I understand and can apply the **definition of homeless** to the identification of homeless students.

___ I have reviewed the contents of the (red) **McKinney Vento Information Packet**, including the “**Summary of the McKinney Vento Act and Title 1 Provisions**”.

___ I have viewed the **McKinney Vento power-point presentation** on the Department of Education website: http://education.vermont.gov/new/html/pgm_homeless.html

___ I have received an **individual/small group orientation** from the Vermont Homeless Children and Youth Project staff or the State Office for Education of Homeless Children and Youth.

___ I am aware of and use technical assistance resources, including the **Homeless Education Website**, the **Vermont Homeless Children and Youth Project staff**, and the **Education for Homeless Children and Youth state office**.

NOTES ON TRAINING OR TECHNICAL ASSISTANCE NEEDED:

I HAVE ESTABLISHED A SYSTEM TO IDENTIFY AND ENROLL HOMELESS STUDENTS FOR MY SUPERVISORY UNION.

___ I am familiar with and can use the **“Simple Homeless Training System”** (McKinney Vento power-point, “Get It Right Flow Chart” and the Referral Form).

___ Supervisory union staff has been trained to **identify and refer** homeless students to me. (Superintendent, Assistant Superintendent, Principals, Guidance, School Nurses, Special Education staff, Registrar, Faculty and other staff as appropriate)

___ School and community staff use the **“Referral to Homeless Education Liaison” form** to refer students to me.

___ **Informational posters** for both parents and youth have been posted prominently in the entrance to the school building and other locations as appropriate.

___ **School enrollment forms** include a question regarding “housing issues”.

___ I notify parents of homeless students and unaccompanied youth about **enrollment options and education and transportation services**.

___ I **track data on identified and enrolled homeless students** for submission with the Consolidated Federal Report due July 1st.

___ I use the **“Simple Homeless Information System” notebook** to track service data and to guide enrollment and service decisions using the “Determining Feasibility of School Placement: Individualized Worksheet”.

___ I **work collaboratively with Homeless Education Liaisons** in other supervisory unions to determine homeless status and enrollment options for students.

NOTES ON TRAINING OR TECHNICAL ASSISTANCE NEEDED :

Thank you.

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